

Recognition **E**asy to do business with **S**ervice **P**ositivity **E**xcellence **C**ollaboration **T**rust



WAVNEWS June 2020

WaRm & Cozy



COVID-19 UPDATE

WAVERLEY INDUSTRIES



28th May 2020

Hi Everyone,

In the past few weeks, we have been lucky to see some restrictions being lifted and we hope that you have managed to take advantage of this and spent some quality time with your friends or family.

Many workers during these unprecedented times chose to take leave as a precautionary measure, but as the restrictions have loosened, we have started to see more people return to work.

We wanted to highlight that Waverley continues to have a COVID19 Risk Minimisation Plan in operation. This plan effectively implements all the necessary government COVID19 guidelines to ensure a safe and clean workplace. All social distancing measures, cleaning and hygiene measures are all documented and actioned in our workplace. If you wish to read this it is located at:

<https://www.wavind.org/covid-19/>

Again, it is important for us to highlight that if you are feeling sick that you stay at home and be aware that the symptoms common to COVID 19 are:

- Sore Throat
- Dry Cough
- Tiredness
- Fever

If you come to work with these symptoms or refuse to follow our COVID19 Risk Minimisation Plan guidelines you will be asked to go home. This is to ensure that we continue to provide a workplace that is safe and clean.

We also strongly recommend that people download the COVID Safe app to support the government's efforts to stop the spread.

If you have any questions, please do not hesitate to contact our HR department.

Kind regards,
Ryan Khew

Group Human Resources Manager ▪ Waverley Industries

📞 P: 9544 7222 📞 D: 9293 7905

✉️ ryan.khew@wavind.org

Coming Out of COVID-19 – The Road Ahead.

Dear Waverley Team Members, Parents, Carers and Associates,

We have all experienced the COVID-19 situation for nearly 3 months now and it has certainly affected all of us in some way. It has also changed the way that we do things both at home and at work.

Thankfully, the Government feedback is positive with the number of cases being reported each day coming down and this is reflected with our restrictions starting to be eased.

As an Executive Management team (EMT) we have been planning for the road ahead and how we can get all our businesses up and firing to their full potential as quickly as possible.

We have been researching possible new business opportunities that will come out of this situation in the future for work that all our employees can do.

As you all start returning to your own workplaces or businesses, we would like to reach out to all of you to see if we can assist your workplace in any way.

Can you please speak to your colleagues / managers / team members to ask them if there is any opportunity for Waverley Industries to get involved with you?

Waverley Industries currently provide the following services and so much more.

- Catering
- Gardening
- Packaging & Assembly
- Warehousing & Logistics
- 3PL
- Manufacturing
- Shrink Wrapping
- Printing & labelling
- Mailouts
- Reworking
- Hampers ('Thank you', 'Family movie night', 'A little something for him', 'A little something for her')
- Family meals for the table or the freezer (**New menu under 'Catering' on our website www.wavind.org**)
- And much more.

With our 380+ Employees and Staff, Waverley has a Huge extended Community of Family, Friends, Carers and Associates and we would love to get our Waverley Industries businesses doing more work in our own community where we know that people are the most loyal supporters of our employees.

By working with Waverley Industries, you are working with a business that has a real purpose and meaning. There are so many benefits for both parties. To discuss your jobs or orders, you can email us at info@wavind.org or you can call us on **9565 1904**.

We will proudly promote any new business that starts ordering from us or doing work with us in our community newsletter each month.

Regards,

Abdul Bakhach (on behalf of the EMT).

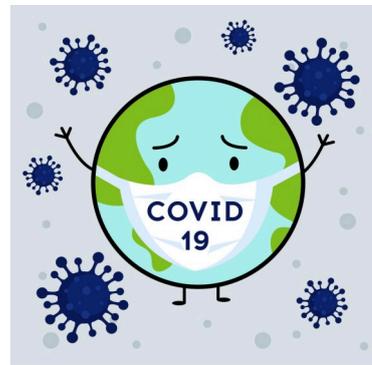
Find out more about us at: www.wavind.org

COMMUNITY NEWS

Wanting to help vulnerable community members during COVID-19 but don't know how?

[Here are 3 ways you can help:](#)

- 1.** BayCISS is looking for food donations to help feed residents who are struggling. Items they are seeking include: long life milk, cereals, pasta, rice, canned vegetables, pasta sauce, canned fish and bags. Food donations are gratefully accepted at: **12 Katoomba Street Hampton East VIC 9am-5pm week days. Please ring the doorbell upon arrival.**
- 2.** If you're an Optus customer donate a portion of your monthly data allowance to the Smith Foundation to provide internet access to vulnerable young people. <https://www.optus.com.au/about/sustainability/community/donate-your-data>
- 3.** Check on your neighbours whilst maintaining social distancing. If you do have a neighborhood or relative who is vulnerable and wants to stay connected during self-isolation



Priority food delivery for NDIS Participants



NDIA has worked with supermarket retailers to make sure NDIS participants wanting support to grocery shop, have priority access to home delivery services.

This means, as an NDIS participant, from Monday 6 April, you can purchase grocery items online to be delivered to your home.

All NDIS participants have now been assigned a unique home delivery access code to get priority access to supermarket home delivery services.

These have been provided directly to participants by SMS and email.

To access priority home delivery services:

1. Complete your shopping online for home delivery with participating supermarket retailers.
2. When prompted enter your unique priority home delivery code.
3. Submit your order.

Shopping can do be at participant supermarkets: **Woolworth, Coles, IGA, Foodworks & Harris Farm**

If you are an NDIS participant and have not yet received your code call 1800 800 110.



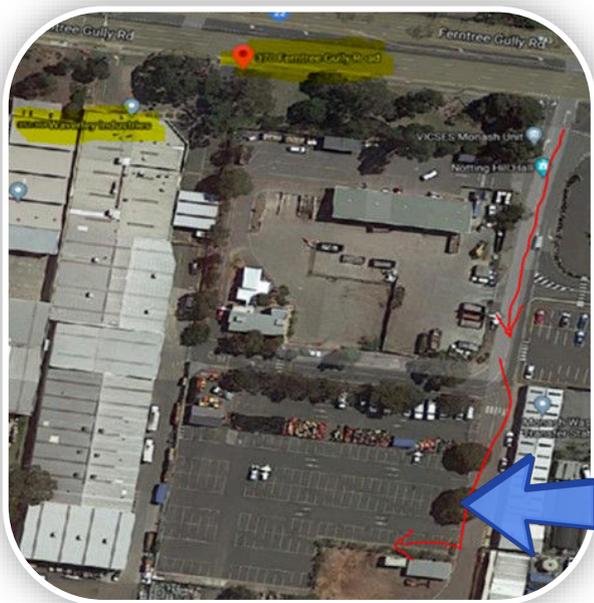
Good afternoon all,

As you know Waverley Industries has and continues to ensure that our employees and their families are safe when accessing our sites.

In line with this, our pick up and drop off location has now been changed at our Notting Hill site.

All parents and carers picking up and dropping off our employees at Notting Hill are now asked to use the Council parking facility next door.

Please note: this does not apply to vision impaired employees and employees using a wheelchair. These employees can still be picked up from the reception area.



New Parking Information at Notting Hill

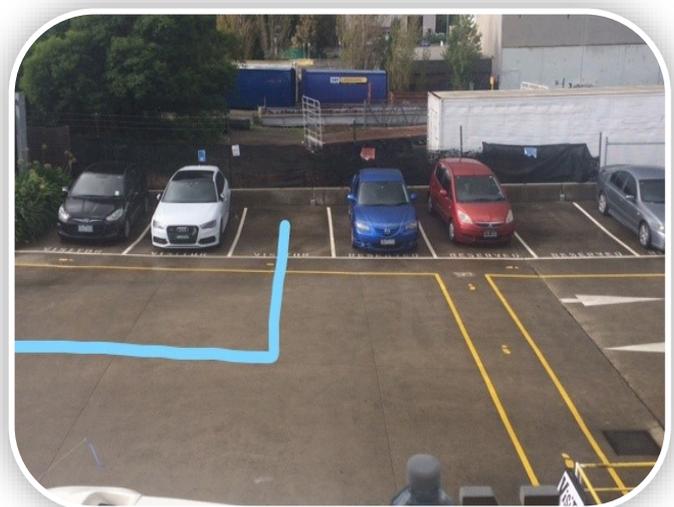
- Monash Council Parking – off Ferntree Gully Road
- Access the car park by heading in towards the transfer station
- **Speed limit 5km**

Hallam site information

When picking up/dropping off an employee from our Hallam site, please park in the allocated bays.

We also ask that you reverse into the parking space.

Speed limit—5km



EMPLOYEE *of the* MONTH

Hallam—April 2020

Hallam 1 - Marie Allen

Hallam 2 - Samantha Ilic

Hallam 3 - Jessica Bousfield

Hallam 4 - Kerri-Ann Lancaster



AND THE WINNER FOR THE MONTH IS

Jessica Bousefield

Jess has been a great addition to Hallam 3 since she has been transferred from Hallam 4. Jess quickly adapted and got comfortable with her new peers and the different types of work. She has found and reported multiple mistakes whether from her colleagues or from the customer regarding missing products or different product name/codes.

She has also put her hand up to learn a more complex job in Danfoss helping out her peers.

Well Done Jess !



Great job!

EMPLOYEE *of the* MONTH

Notting Hill—April 2020

Group 1 - Michelle Faella

Group 2 - Pasquale Aiello

Group 3 - Sarah Chaplin

Group 4 - Jade Houching

Group 5 - Brittney Moran

MBC 1: David Austin

MBC 2: Clinton Wells



AND THE WINNER FOR THE MONTH IS

Sarah Chaplin

For performing extremely well as a group leader during this covid-19 period.

For always being energetic and positive towards work that needs to be done and motivating the group to meet targets.

Well done Sarah, keep it up!



Great job!

NATIONAL 18-24 MAY 2020 VOLUNTEER CHANGING COMMUNITIES. WEEK CHANGING LIVES.

Monday 18th May – Sunday 24th May 2020 is National Volunteers Week that is celebrated annually all across Australia. National Volunteer Week provides an opportunity for all organisations to thank their volunteers for the wonderful contribution they make all around Australia.

At Waverley Industries we usually hold a high tea across our 2 sites and invite all volunteers to thank them for all their efforts. Due to covid-19 restrictions, we were unable to organise a high tea for our wonderful volunteers this year. We have however sent Certificate of Appreciation to our volunteers via email to show that we are thankful and thinking of them during these uncertain times.

If you are currently volunteering with us and have not received your Certificate of Appreciation, please advise the HR team as this would mean we do not have your email address on our system.

Once again, a **BIG** thank you to all our volunteers. We hope to see you all back very soon.

For all our volunteering opportunities please contact our Human Resources team on human.resources@wavind.org

Or apply online <https://www.wavind.org/volunteer/>

or phone 9544 7222

**WE ♥ OUR
VOLUNTEERS**

Catering Team joins Packaging Teams to help Waverley through the tough times

With all the recent events of the COVID-19 lockdown Waverley Catering found themselves with all their work cancelled as their business clients went into 'working from home' mode.

All staff & employees were offered the option to go on leave or to be redeployed over to join packaging teams as they had a lot of work scheduled to come in.

All the Team chose to go over to packaging & work with packaging & were put into teams in Notting Hill. They quickly discovered it is a different type of work & different skills to what they are used to in the kitchen.

All the employees had previously worked in packaging before joining the kitchen, however it was a whole new ball game for staff members Meaghan, Nikki, Debbie, Julie, Rebecca & Dimmy.

All the packaging teams welcomed Catering with warm friendliness & it has made new strong bonds between the 2, new friendships & a lot more hellos are moving into the future.

Out of the uncertainty & the isolation of lockdown, Waverley has emerged stronger & with more understanding of each other as strong teams of committed packaging & catering staff & employees who are prepared to roll up their sleeves & work together as one to keep our business going.

Catering was especially proud to be involved in the L'Oreal #actsofkindness packaging for the essential Healthcare workers along with everyone in the factory.

Tino & Sanjeev kept everyone fed with yummy lunches & also provided the food when we had 'Free Lunch Fridays' they kept the canteen running everyday it has been great for them to also step out & meet more fellow workers.

So while things may have been confusing, confronting & opposite of our normal lives, the good news is that Waverly Industries continues to be a warm, fun, professional & friendly place to work no matter which team you are in.

A BIG thank you to the whole Production Team for taking care of the Catering Team while they have been on the floor.



Birthdays

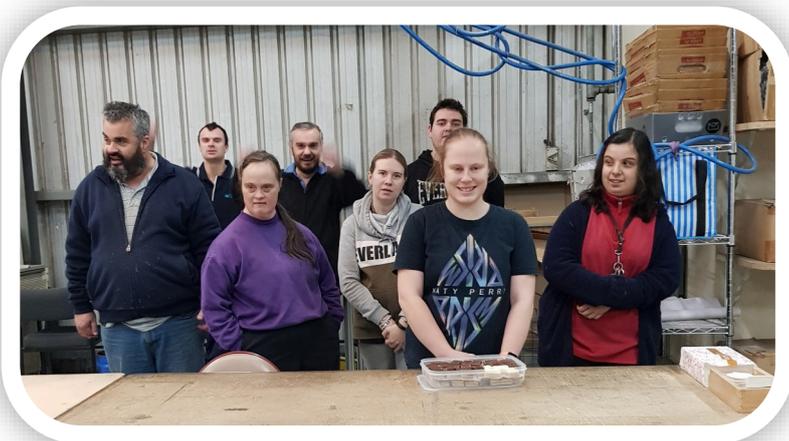


Clinton from MBC celebrating his birthday in April with his group.

Happy birthday Clinton, the cakes looked delicious.



Our supervisors Natalie and Pam shared a cake with the staff to celebrate their shared birthday weekend. Desmond surprised them with some cake on Friday. Happy birthday Nat and Pam.



Melissa from Group 3 celebrating her birthday with the group in May. Everyone sang happy birthday and shared some cake. Happy birthday Melissa.



Share Your Story

There was a free Easter lunch held for all staff and employees on site.

Below are some Easter care packs that were organised for our wonderful staff working from home during covid-19. All staff working from home have embraced the big change to their working environment and are doing an amazing job supporting Waverley Industries from home. We hope to have them back in the office soon. A big thank you to the EMT and Catering team for organising these packs.



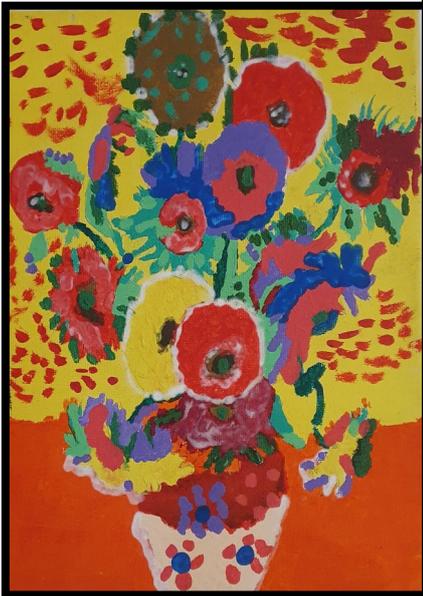
Nick from Hallam 2 sharing a few of his recent drawings. They look fantastic Nick, keep up the great work.

Andrew from Group 1 was very proud for being nominated for employee of the month in March. Andrew was nominated for being a very hard worker and always following supervisor's instruction. Well done Andrew.



Share Your Story

Dawn from Hallam 1 sharing some wonderful paintings she painted during covid restrictions. They look great Dawn, amazing work.



Dawn also knitted a cozy rug which took 4 years to complete! Finally done. Wow!



Our Group 4 Supervisor Tony has recently set some good music vibes in his group by organising different music to be played every hour.

Each employee in the group gets their preference of music played for an entire hour and everyone gets a chance to choose their music. So far we have heard some Indian music, Chinese music and some great classics being played.

The group has been more productive in the group as they enjoy listening to different music and maybe even learning a new language along the way :)

Share Your Story

On 24th April 2020 , 8 new group leaders were appointed at our Hallam site that will join our current group leaders at Hallam.

A BIG congratulations to all our new appointed leaders. We are confident that you will set a great example to your groups and assist the supervisors when required.

Below: Kim, Josh D, Emmanuel, Joshua OB, Alex, Nicci, Saveth and Keryn. Well done to all.

And remember: **True leaders always practice the 3 R's.**

Respect for self, **R**espect for others, **R**esponsibility for their actions.



Clinton from MBC upskilled to learn how to wrap pallets on the wrapping machine at MBC. Clinton is very happy he learnt this new skill with the assistance of his new supervisor Wendy. Well done Clinton. Great job!

Check out page 18 to get to know MBC Supervisor Wendy a bit more.

Best of luck!

Share Your Story



On 8th May 2020, we said goodbye to our NDIS/Training Officer Madeline as she set off on her new journey ahead as an LAC/ NDIS Planner. Maddy has worked at our Notting Hill site since Aug 2018 and has been a great part of the Human Resources Team. Always passionate about helping all employees with their NDIS Transitions and Training needs.

We will miss you Maddy and wish you all the best in the next chapter of your career.



L'ORÉAL

In May we had a filming crew come to our Notting Hill to film the amazing work our employees were working on which involved making L'Oréal' packs for healthcare workers all around Victoria.

Our production team packed 40,000 L'Oréal' packs that were delivered to thousands of healthcare workers across Victoria. Shortly after we received numerous thank you emails from nurses around Victoria as the small packs really showed them appreciation for their hard work.

Our Group Business Manager Abdul thanked everyone that was involved in this big job for their hard work and advised all that their hard work will be mentioned on Channel 7 Morning Show, as well as Loreal media communications. The Marie Claire Magazine also mentioned the work Waverley Industries did. See the article here: <https://www.marieclaire.com.au/loreal-donataion-to-covid-healthcare-workers>



Share Your Story



Our Group 3 employees sharing their **Recognition Board**. It's fantastic to see our employees recognising one another's hard work and displaying our values everyday. Well done Group 3, keep it up!

Another **Recognition Board** from Group 1. All groups are getting creative with their recognition boards and choose how they would like to display them. Great work Group 1, keep recognising one another!



What recognition means at Waverley Industries:

- Recognition does not just come from your Manager - recognition can be peer to peer
- Its important to recognize others that work in other departments from you
- Recognition is not only seen through wages/remuneration
- We want to build a culture around having success (both individually and collectively)
- Appreciate the roles that others perform in the business (everyone plays an important part)
- Recognition happens in everyday interaction with each other.





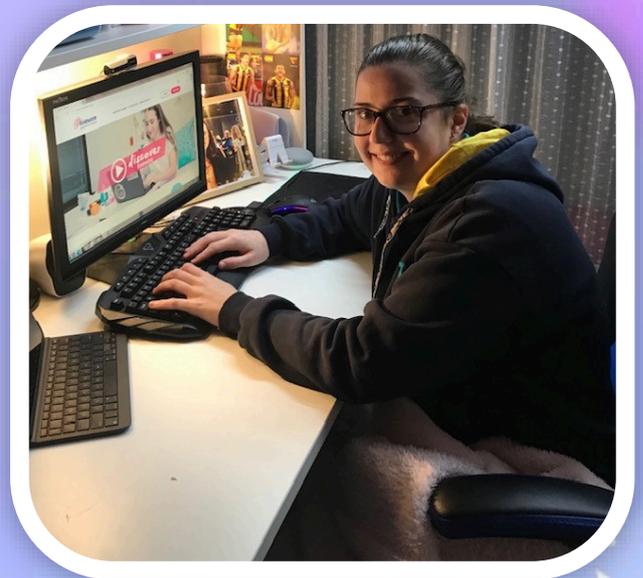
Nine years ago, a very sick Sarah Chaplin, then aged 12, was feeling down and very insecure. Her Mum, wanting to find ways to support her little girl suggested that she join the Starlight Foundation. The Starlight Foundation is an organisation that has been established to support both terminally ill children and those with disabilities. Once Sarah had joined the group she never looked back. Sarah formed lifetime friends, felt overwhelming love and support, and ultimately became the person she is today, transforming from a shy and reserved child to a wonderful, caring young adult.

Unfortunately, Sarah's time with the Foundation finally ended, with the age cap being 21. It was time to end the long-lasting relationship. The thought of leaving her amazing environment of love and support was all too much for Sarah and it is then that she decided to **'give back'**.

So, what does this involve? Every Monday evening you will find Sarah at her laptop at home, in front of a small group of terminally ill or disabled children chatting away for two hours. When I asked Sarah what her role was within the group, she simply replied, I ask them questions. *'I ask them questions to encourage them to open up, build their confidence, like they did for me'*. I ask questions about what they like, their passions and then try and include these as part of the discussion. In Sarah's case, for those that do not know Sarah's passion is Sport.

One of the amazing things about the groups that Sarah shared is the lack of discrimination. The group consists of a range of cultural, religious and gender backgrounds and it harmonious. Wouldn't it be nice if the world's tolerance to diversity was a kind as Sarah's group 😊. Sarah is also involved in 'chat nights', quizzes and other online events. We are very proud of you Miss Sarah and may you continue to impact many more lives with your determination, strength and love.

You
are
Amazing



Farewell!

Share Your Story



On 29th of May we said farewell to our Warehouse Manager John Fauula at Hallam. John has worked at Waverley Industries for 3.5 years and has been loved by many. The warehouse team at Hallam was especially sad to see John go and know that that the next Warehouse Manager will have big shoes to fill.



Waverley Industries staff held a staff “virtual lunch” to say goodbye to John. Notting Hill staff and some staff working from home attended the lunch through zoom and everyone had a chance to say goodbye. John was given a big thank you gift for all his contributions to Waverley Industries over the years. John gave a lovely farewell speech in front of staff.

We will miss you John, all the best in your future endeavors.



welcome



Name: Wendy

Nickname: Wendz/Wendles

Favourite thing about WI: The crew at MBC2

Favourite Book/Movie: Grease/ Die Hard/ Mad Max

Favourite Band/Music Artist: Cold Chisel/ Angels

Favourite TV Show: Highway Patrol

Dream holiday destination: To go on safari in Africa

What makes you laugh? Good Friends and my 18 month old Grandson

Name: Franceschina (pronounced Fran – ches – skeena) meaning little Francesca named after my Grandmother Francesca.

Nickname: Frances or Francie

Favourite thing about WI: Warm friendly and smiley faces

Favourite Book/Movie: Game of Thrones / I love watching anything that Nicole Kidman stars in and I like stupid funny movies like Dumb and Dumber with Jim Carey and Adam Sandler. I also like watching movies based on real events.

Favourite Band/Music Artist: I don't have a favourite, I like listening to easy listening music and any happy boppy music that makes you want to dance

Favourite TV Show: The Voice, Current Affairs and the News

Dream holiday destination: Rome, Paris, London, New York and any golden sandy beach destination

What makes you laugh? Silly things and my cute cavoodle Gina. Gina is the first dog I've ever owned. She is so smart and cute and has her special way of communicating to us and making us understand. Gina follows me around everywhere, she is like my shadow and every night she sits and waits for me to sit on the couch. If I take too long she will stare at me and sometimes give me a "hurry up" bark till I sit down and then she'll snuggle nice and warm in against my lap. Gina brings so much joy and love to our family.





With social distancing and isolation, it can be tough to keep stress and anxiety at a manageable level. With all the things you have to do, it is challenging to keep everything in order, but here are some tips on how to manage stress in the times of the pandemic.

Exercise

Exercising is one of the best ways to relieve stress. If you can exercise outdoors, even better, because something is soothing about the fresh air and nature. Running is a great form of exercise, not only to help with anxiety and depression but also to improve the quality of your sleep, which can really enhance your mood and energy levels during the day. After a couple of days of regular workout sessions, you will be able to notice the considerable shift in your mood and stress levels.

Do yoga

Although technically it should fall under a category of exercises, when it comes to stress management, yoga is an exercise that stands out the most. As a meditative exercise, yoga promotes relaxation for the mind, which results in the calmer brain and body. If you have never tried yoga before, find a good beginner program – more advanced exercises can be demanding. You will feel improvement after only one session, and you'll keep coming back for more.

Practice mindfulness and meditation

If you are dealing with anxiety and stress, chances are you're also prone to overthinking. If you want to manage your negative thinking and stress, mindfulness and meditation is a great way to do it. There is something calming about fully being in the present moment. Use guided meditation as a beginning step to practice mindfulness and techniques for learning to place your mind in the present.

Try aromatherapy

You can use essential oils or a candle you like to help you manage your stress. The limbic system manages our sense of smell, but so are our emotions and behaviour. Because the scent of a candle we like stimulates our brain, it creates a sense of pleasure and relief. Using aromas to improve your mood is called aromatherapy, and it is an old practice that has been helping many people over the centuries.

Talk with somebody

Talking about your feelings and thoughts can help you to better understand them and learn how to manage them. If you do not have someone to talk to call EAP Assist. Having support throughout these hard times is essential to keep good mental health hygiene, but also to continue growing as people.

Although it can be hard to see the positive around us, being in a good mood is something that can help us in the long run. This is the perfect time to spend with your loved ones or catch up with the movies and tv shows you have meant to watch or even pick up a new hobby to help you with stress and anxiety, like painting or singing.

For Apps on exercise, yoga or mindfulness go to: <https://eapassist.com.au/wellness-apps/>

Winter Warmers



Easy Chicken Curry



Ingredients

- 1 tbs olive oil
- 2 brown onions, finely sliced
- 185g jar Ayam Thai yellow curry paste
- 4 x 500g skinless chicken thigh fillets, cut into 4 pieces each
- 270ml Ayam coconut milk

Method

1. Heat oil in a large, deep casserole saucepan over medium-high heat. Add onion and curry paste and cook for 2 minutes. Add chicken and cook, stirring, for 6 minutes or until browned.
2. Add coconut milk and 1 cup of water and bring to the boil. Reduce heat to low and cover and simmer for 25 minutes. Divide among serving bowls and serve.

5-ingredient Vegemite pasta



Ingredients

- 400grams spaghetti
- 60g butter
- 2 garlic cloves crushed
- 1 1/2 tablespoons vegemite
- 40g (1/2 cup) finally grated parmesan, plus
- Baby basil leaves, to serve (optional)

Method

1. Cook the pasta in a large saucepan of salted boiling water following packet directions or until al dente.
2. Meanwhile, cook the butter and garlic in a large deep frying pan over medium-low heat until the butter is foamy and garlic is aromatic. Remove from the heat and add the Vegemite. Stir to combine (the Vegemite won't become completely combined).
3. Drain the pasta, reserving 125ml (1/2 cup) of the cooking water. Add the pasta and parmesan to the frying pan and use tongs to toss well to coat, adding as much of the water as needed to create a smooth sauce.
4. Season with pepper, and serve the pasta topped with extra parmesan and basil, if using.

“Joyful June” shared by our Kitchen Manager, Julie. This calendar is about finding something good in every day of June. Give it a go.



JOYFUL JUNE (EVEN IN DIFFICULT TIMES) 2020



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 Decide to look for what's good, even on the difficult days	2 Re-frame a worry and try to find a positive way to respond	3 Think of 3 things you're grateful for and write them down	4 Show your appreciation to those who are helping others	5 Smile and be friendly, even while you're social distancing	6 Notice the upsides during the lockdown, however small	7 Find a joyful way of being physically active (indoors or out)
8 Write a letter to thank someone for what they did	9 Find the joy in music today: sing, play, dance or listen	10 Take a photo of something that brings you joy and share it	11 Say positive things in your conversations with others today	12 Make a plan with friends to do something fun together	13 Appreciate the joy of nature and the beauty in the world around	14 Do three things to bring joy to other people today
15 Rediscover a fun childhood activity that you can enjoy today	16 Ask a loved one what they feel grateful for at the moment	17 Be kind to you. Treat yourself the way you would treat a friend	18 Send a positive note to a friend who needs encouragement	19 Create a list of favourite memories you feel grateful for	20 Make time to do something playful today, just for the fun of it	21 Enjoy trying a new recipe or cooking your favourite food
22 Share a happy memory with someone who means a lot to you	23 Look for something to be thankful for where you least expect it	24 Thank a friend for the joy they bring into your life	25 Eat food that makes you feel good and really savour it	26 See the upside in a difficult situation you learnt from	27 Watch something funny and enjoy how it feels to laugh	28 Create a playlist of your favourite songs and enjoy them
29 Take time to do something that makes you happy today	30 Make a list of the joys in your life (and keep adding to them)	<p> “Every day may not be good, but there is something good in every day” ~ Alice Morse Earle</p>				



ACTION FOR HAPPINESS

www.actionforhappiness.org

30 actions to look after ourselves and each other as we face this global crisis together

Keep Calm · Stay Wise · Be Kind

CANTEEN news



Since the onset of COVID-19 restrictions we have stopped taking cash & *now ongoing we will NOT accept cash for payment.*



We have EFTPOS (Tap) with no minimum purchase required



You can pay by phone if you have the function / app set up

OR

You can have an account set up & the total you have spent will be deducted from your salary weekly (limits are set based on salary) – please ask HR for a form to apply



Carers Victoria are now running free online mindfulness and meditation sessions for carers three times a week. These sessions will be run by qualified mindfulness and meditation professionals

The three 45-minute sessions each week include:

- **Introduction to Mindfulness and Meditation** will run every Wednesday at 10am. This session is suitable for beginners;
- **Meditation for Carers** will run every Tuesday at 10am. This session is suitable for those with some meditation experience.
- **Mindful Movement for Carers** will run every Thursday at 2pm. This session is designed to get you moving and connect the mind, body and breath. It is suitable for all levels.

I shopping

Carers Victoria has partnered with Club Shopper to offer our community access to great discounts of up to 35% on brands such as The Good Guys, Booktopia, Freedom and Pharmacy Online.

Visit [Carers Victoria's Club Shopper page](#) to sign up and start shopping





fruit²work

Fruit2Work is excited to announce that they are now delivering produce Fresh2You!

You can now get a mixed box of the freshest seasonal fruit and vegetables plus your choice of milk delivered to your home or workplace – contact free!

Please see attached flyer and share with your friends, family and all your networks. **We need your help** get the word out.

fruit²work now delivering fresh²you



Fruit²Work is now delivering fresh fruit, vegetables & milk to homes within a 30km radius of the Melbourne CBD on **Tuesday's and Fridays every week.**

Order Now

Ph: 1300 414 183 or @: accounts@fruit2work.com.au

Box Type	Includes	Medium	Large
Fresh Fruit	Fruit	\$25.00	\$30.00
Fresh Fruit & Veg	Fruit & Vegetables	\$40.00	\$47.00
Fresh Fruit & Dairy	Fruit & Dairy Milk	\$28.00	\$30.00
Fresh2You	Fruit, Vegetables & 2L Dairy Milk	\$43.00	\$50.00
Fresh2You 1	Fruit, Vegetables & 1L Soy or Lactose Free	\$43.00	\$50.00
Fresh2You 2	Fruit, Vegetables & 1L Oat Milk or Almond Milk	\$45.00	\$52.00



MILKLAB™

Creating Chances



Employee Monthly Engagement Plan 2020



Month	Topic
February 2020	WI Values Introduction
March 2020	Recognition Everyone plays an important role at WI
April 2020	Easy to do business with Solving problems together
May 2020	Service Being accountable for your actions at work
June 2020	Positivity Positive Attitude at Work
July 2020	Excellence Providing excellent customer service & being proud of what we do at WI.
August 2020	Collaboration There is no I in Team
September 2020	Trust Building a culture of trust
October 2020	Let's talk about Mental Health 10 th Oct: World Mental Health Day
November 2020	Group Activity: How have we demonstrated values in
December 2020	Celebrating 2020 Successes

1800RESPECT

NATIONAL SEXUAL ASSAULT, DOMESTIC
FAMILY VIOLENCE COUNSELLING SERVICE

1800RESPECT is a confidential service available 24 hours a day, seven days a week.

They provide support for:

- People experiencing, or at risk of experiencing, sexual assault, domestic or family violence
- Their friends and family
- Workers and professionals supporting someone experiencing, or at risk of experiencing sexual assault, domestic or family violence



1800 737 732
24 hours



Chat online
24 hours



1800 818 728

Free and confidential counselling that is offered at Waverley Industries through AccessEAP. Up to 3 free counselling sessions is available to all employees and staff.

With over 2 000 counsellors available, we can guarantee you will have access to confidential counselling support **24 hours a day, 7 days a week.**

Personal issues

Life goals

Financial Goals

Work / life effectiveness

Gambling

Anxiety

Improving relationships

Trauma, Greif and loss

Positive Parenting

Interpersonal conflict

Depression

Legal concerns

Working relationships
abuse

Communication skills

Drug & Alcohol



planning for life...

Newsletter – Issue No. 8

PROBATE APPLICATIONS

Do you need to act as an Executor of a recently deceased estate?

Along with Estate Planning, Duncan.Legal also offers Probate & Estate Administration services.

Let us help you with an application for Probate and guide you in the steps of Estate Administration.

Although the process is a little slower at the moment with COVID-19 restrictions in place, it is still possible to obtain a Grant of Probate from the Supreme Court of Victoria.

Without the Grant, you are unable to administer an Estate.

Call us today to get started.

Tel: 9077 7731
Or Email:
reception@duncanlegal.com.au

SHOULD MY VULNERABLE FAMILY MEMBER MAKE A WILL / POWER OF ATTORNEY?

At Duncan.Legal this is one of the most frequently asked questions for families managing disability.

The answer depends very much on an assessment of the following things:

1. Does the person own significant property in their own name?
2. Does the person know what property they own and have their own ideas about who is should be bequeathed to?
3. Does the person understand the nature of a Will and POA documents?
4. Does the person understand that signing a document means they agree to the contents of that document?
5. Does the person have mental capacity to provide instructions about their property and their wishes (independently, or with support) to a legal advisor?

If the answer is "yes" to all of these questions, then it is most likely that your vulnerable family member can make a Will and Powers of Attorney.

If the answer is "no", then there are a number of other options. Applications can be made to the Supreme Court of Victoria on behalf of a person lacking capacity to make a **Statutory Will** if there is significant property and special personal circumstances that makes this necessary. Otherwise a person would die **intestate** (without a Will). There is a special hierarchy set out in the *Administration and Probate Act* as to who would inherit their estate and how it would be dealt with. There are also special rules that enable small estates (those valued less than \$109,350) to be dealt with by a court officer (instead of a solicitor) avoiding the need for many of the formal processes and with less expense.

In working with your family member we would need to meet that person alone for a short time to ascertain that they are acting voluntarily and are under no duress.

At Duncan.Legal we are sensitive to a person's abilities and work flexibly to best support that person to provide their instructions.

Call us on 9077 7731 for further information.



The Australian Government is trialing a DSP 'pre-claim' guide.

If you or someone with a disability that you care for are considering applying for the DSP, there is a handy on-line tool that may prevent you from spending hours filling out forms only to discover that you or they are ineligible.

The pre-claim guide will take you through a number of simple steps where you can check that all the criteria to be eligible to receive the DSP, can be met. The guide can be found by searching 'DSP pre-claim guide'.

Payment Instalment Plans



Duncan.Legal understands that the current economic climate is difficult but we also know the importance of ensuring that your Wills and Powers of Attorney are up-to-date.

To ease the costs of Estate Planning at this time, Duncan.Legal is providing the option of Payment Instalment Plans. Instalments can be made **weekly, fortnightly or monthly** by arrangement, at a rate that you can comfortably manage.

Call us today to find out more....

Estate Planning & COVID-19 Measures

Duncan.Legal remains open for business as usual, operating within the current mandated COVID-19 parameters. We are readily contactable by email & telephone, or by video conferencing technologies (Zoom/Facetime/Skype) by arrangement.

As an essential service, we are able to continue to meet with clients face-to-face where necessary, particularly when executing your documents.

We have a large conference room where social distancing is easily managed for appointments. Hand sanitiser, masks and gloves are also available for your comfort and the conference room is sanitised prior to every appointment.

Located in a quiet suburban street, parking is readily available and our premises are disability friendly.

If we can be of service at this uncertain time, please do not hesitate to make contact.

Stay well!

ABOUT US

Duncan.Legal is a small law firm based in Surrey Hills. We offer personalised, caring service with an interest in assisting families with disability. Each of us are parents of children with autism and bring our life experience to our work. Over half of all our clients have disability in their family.

We invite you to consider Duncan.Legal when you need advice with your Estate Planning.



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If you would to share a story in our next WAVNEWS you can do so by:

- Writing your story down on paper
- Sharing your story with the supervisor
- Sharing your story with the HR team
- Providing some photos that you would like to share
 - Emailing the HR team on:

manda.zoric@wavind.org or noella.malabar@wavind.org

All team members (including volunteers, carers and families!) are encouraged to share their stories with us. We love to hear from everyone.

